# Kentucky Career Center

# Certification Process Check List

**Congratulations on your decision to apply for Kentucky Career Center (or Affiliate Site) Certification! This checklist includes recommended and required steps for completing your application:**

✓ **Prepare Required Documentation for the Review Team**
- ❑ Functional Organization Chart (Most Up to Date)
- ❑ Copies of MOU with Partner Agencies (Most Up to Date)
- ❑ Calendars that include regularly scheduled meetings and events (at Least Six Months)
- ❑ Performance Measurement Reports (EKOS Reports - over X time Period)
- ❑ Flow Charts of Processes
- ❑ Job Descriptions of Key Personnel (Most up to date)
- ❑ Copies of Staff Meeting Minutes (at Least Six Months)
- ❑ Meeting and Training Rosters (Within Past Year)
- ❑ Standard Operating Procedures (Most Up to Date)
- ❑ Evidence of Staff Training and Credentials Earned (Within Past Year)
  **(See Common Acceptable Documentation)**

✓ **Prepare Career Center Site for Review Team's Visit**
Review for items described in On-Site Checklist, including:
- ❑ Facility (Those features within management control)
- ❑ Staff Professionalism
- ❑ Technical Equipment (Those features within management control)
- ❑ Operational Practices
- ❑ Safety and Security
- ❑ Public Information

✓ **Work with ADA Compliance Reviewers to Schedule Visit**
- ❑ ADA Compliance Review

✓ **Prepare Career Center/Affiliate Site Application Form**
  **(See the appropriate Center Application Document)**

✓ **Submit Application Package to LWIB, including:**
- ❑ Letter to LWIB Board Chair
- ❑ Complete Center Application
- ❑ Required Documentation

✓ **Review Team to Schedule Visits**
- ❑ Review Team